

Year 7 – 12 Assessment Procedures Guide

Year Group	Problem and Penalty	Documentation to avoid penalty
7-9	Late completion of a task/exam <i>One day late (-20%) Two days late (-40%) (of total mark)</i>	Parental note
7-9	Non completion of a task/exam <i>More than two days past due date OR Academic Misconduct = ZERO MARK</i>	
10	Late completion of a task/exam <i>One day late (-20%) Two days late (-40%) (of total mark)</i>	Doctor's Certificate
10	Late completion of task <i>More than two days late = ZERO MARK</i>	
10	Non completion of a task/exam <i>More than two days past due date OR Academic Misconduct = ZERO MARK</i>	
7-10	Application for misadventure	College Form for Junior Assessment Tasks
7-10	Application for illness	College Form for Junior Assessment Tasks Doctors Certificate – Yr 10 only
7-10	Application for School Representation or school based activity	College Form for Junior Assessment Tasks
11-12	Late completion of a task/exam <i>Upon returning to school with no completed form = ZERO MARK</i>	College Illness/Misadventure Form – medical certification
11-12	Non completion of a task/exam <i>no leniency for lateness OR Academic Misconduct = ZERO MARK</i>	
11-12	Application for misadventure	College Illness/Misadventure Form Parent and Student
11-12	Application for misadventure (illness)	College Illness/Misadventure Form – medical certification
11-12	Application for School Representation or school based activity	College Illness/Misadventure/ Representation Form

ABSENCE DURING EXAM PERIODS

Students and parents should note that attendance during exam periods as indicated on the College calendar is compulsory. Any absence other than illness or misadventure must be applied for in writing to the College Principal at least one month in advance of the exam period (see below). **FAILURE TO DO THIS WILL RESULT IN A ZERO MARK.**

REQUEST FOR LEAVE

Leave should not be taken during exam or assessment periods. However, if circumstances require leave parents and students must fill in the designated leave forms at least a month **BEFORE** the leave dates. These forms can be obtained through the office or on the College website.

By law these forms MUST be submitted to the Principal for approval. Any student who does not have approval for leave and misses an assessment task (including an exam) **will receive a zero for the task.**